

## **Financial & Management Services Administration**

### **Mission:**

The Department of Financial and Management Services consists of six divisions:

Computer Support Services  
Human Resources  
Budget and Financial Reporting

Fiscal Accounting Services  
Real Estate Assessment  
Central Purchasing

### **Goals:**

- To provide high quality services in an efficient and effective manner.
- Prepare and administer operating and capital budgets as directed by the Board of Supervisors and County Administration, and to prepare the County's Comprehensive Annual Financial Report in accordance with Federal, State and local requirements and established accounting principles.
- Provide support for the County's financial, network, and geographic information data processing systems.
- Process payroll checks, payments to vendors, and bills for utility services in a timely and accurate manner.
- Facilitate the recruitment and retention of qualified employees through administration of the County's personnel policies and procedures as adopted by the Board of Supervisors.
- Facilitate the procurement of goods and services as required by County and School operations in accordance with the purchasing policies and procedures established by the Board of Supervisors.
- Fairly and equitably assess the value of all real property located in the County.

### **Implementation Strategies for FY2003:**

- Integrate the Computer Assisted Mass Appraisal System with the Building Permit Software
- Develop a recommendation for health care benefits for retirees
- Continue implementation of Program Effectiveness Process

### **Budget Issues:**

- In FY2001, funding was available for the purchase of a laptop computer.
- For FY2003, a part-time Mail Clerk position is added to assist in the delivery of mail to County offices. Administrative support has been transferred from the Planning division to administration. Funding is available for the replacement of a copier.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Proposed Budget
<b>50119 Financial &amp; Management Services Administration</b>						
Personnel Services	137,570	143,291	133,667	155,110	155,110	160,504
Contractual Services	117	-	1,117	-	-	1,200
Internal Services	5,234	6,980	5,735	5,600	5,600	7,300
Other Charges	6,240	6,473	5,590	5,925	5,925	5,800
Materials & Supplies	1,028	1,287	2,344	1,600	1,600	1,500
Leases & Rentals	1,595	1,595	1,595	1,800	1,800	1,800
Capital Outlay	-	-	961	3,500	3,500	7,500
Activity Total	151,784	159,626	151,009	173,535	173,535	185,604
Percentage Change	5.25%	5.17%	-5.40%	14.92%	N/A	6.95%

#### FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	0.20	0.20	0.20	0.20	0.20	-
Admin/Clerical	-	-	-	-	-	0.50
Trades & Crafts	1.00	1.00	1.00	1.00	1.00	1.50
Total	2.20	2.20	2.20	2.20	2.20	3.00

